



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

1/15/2015

Susan Green
2159 Highway 965
North Liberty IA 52317

Dear Susan,

This letter is in regards to the compliance check of your Level C1, Registered Child Development Home completed on 12/19/14. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Medications were in the kitchen cupboard and vitamins were on the kitchen counter. Children are not in that area unless they are in a high chair as it is gated off. Cleaning supplies in the cabinet in the back room of the kitchen, which is directly across from the bathroom the children use. This area needs at least a child safety latch as the kids use the restroom. Best practice is to have everything locked.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Provider has an above ground swimming pool in their side yard of this farm property. The pool is about 132 feet away from the fenced in and enclosed play area. It does not have an approved cover on it nor does it have an approved fence surrounding it. The provider said it is very infrequent they are outside due to the age differences in the children in her program. The pool has been discussed with Des Moines staff and they would entertain reviewing an exception to policy based on the fact that there is a fenced playground and the pool is far away from the children's play area. To request an exception to policy on this subject complete the form at the following location: https://dhs.iowa.gov/appeals/ask_exception.

Best Practice Recommendation is an approved soft landing for under all equipment 18 inches or taller that is at a minimum of 9 inches. I gave the Outdoor Home Playground Safety Handbook and pool booklet in the past.

☐ 110.5(1)i An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2. **Need a test for your water supply**

☐ 110.5(1)i If water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided. **Do not know as there is not an annual water test so should be using other water until this test can be completed and the home is determined to have safe water.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. **Need to do drills and document monthly**

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need one in the following room: top of the stairs from the basement

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. **Need to test and document the testing monthly.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. **Need on all exit doors: . Suggest you contact CCRR and ask for their window clings.**

☐ 110.5(1)r If not fenced, both in and aboveground pools must have a cover that meets or exceeds ASTM standards when not in use.

Has a pool which is not fenced and there is not approved cover for it. Cover must show the following number code to meet ASTM rules: ASTM F 1346-91. Provider has the booklet; Safety Barrier Guidelines for Home Pools. Pool is in the side yard and the children do not use the pool. At this time the provider does not play outside with children due to the ages of children in her care. Provider does have an enclosed /fenced off play area with children's equipment. The pool has been discussed with Des Moines staff and they would entertain reviewing an exception to policy based on the fact that there is a fenced playground and the pool is far away from the children's play area. To request an exception to policy on this subject complete the form at the following location: https://dhs.iowa.gov/appeals/ask_exception.

☐ 110.5(1)s Equipment needed to rescue a child or adult is accessible. **Need either 1.) a throw line and shepherds hook or 2.) a ring buoy and rope or 3.) a rescue tube. It must be stored safety and conveniently for immediate access. The equipment must be rescue equipment and not toys. The pool has been discussed with Des Moines staff and they would entertain reviewing an exception to policy based on the fact that there is a fenced playground and the pool is far away from the children's play area. To request an exception to policy on this subject complete the form at the following location: https://dhs.iowa.gov/appeals/ask_exception.**

☐ 110.5(1)t Within 12 months of registration or renewal of registration, private sewer or wastewater has been tested for efficient functioning and improper leakage. **Need every 2 years.**

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and **updated annually or when there are changes.** Each file contains: **The children's files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and re-sign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, etc. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or re-sign the emergency medical and intake information.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for

continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Need for: AVG, AL, IH, JL, BT .**

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. **Need for: the older AG.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **Need for: IH.**

☐ 110.5(9)a Gives careful supervision at all times. **This has been defined to checking every 20 minutes on napping children. There was a child that was napping in a back bedroom the whole time I was present in the home, close to 2 hours. That child was checked on only one time when he was actually observed awake and ready to get up.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 45 days of receipt.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319-892-6826 if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook
Social Worker II

Irene Holzwarth
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).